

## MINUTES

### STILLWATER COUNTY LIBRARY BOARD OF TRUSTEES

Tuesday, July 13, 2021, 1:00 p.m.

Stillwater County Library

27 North 4<sup>th</sup> Street, Columbus, MT 59019

Welcome to Public and Public Comment: Public comments on matters within the Stillwater County Library Board of Trustees Jurisdiction pursuant to §2-3-103 MCA—Public comments will be accepted on any public matter that is not scheduled on the agenda. No action will be taken at this time. The meeting was called to order at 1:01.

Members Present: Linda Halstead-Acharya, Chair; Angie Osborne; Co-Chair; Kathleen Ralph, and Lynda Grande were present from the Board. Jennifer Reed, Secretary was present.

1. Welcome New Board Member: Joan Brownell
2. Install:
  - a. Board Chair: Linda Halstead-Acharya
  - b. Board Co-chair: Angie Osborne
3. Approval of Minutes – June 15, 2021 – Kathleen moved to approve the minutes as written. Angie seconded. Motion passed.
4. Communications – Update given on June 29 meeting with Commission.
5. Financial reports – Discussion held regarding final 2021-2022 budget. See Director's Report.
6. Library Director's Report – Discussion held.
7. Unfinished Business:
  - a. Hiring Update
    - i. Potential Board Vote on New Library Clerk – No candidate selected as of yet.
  - b. Board Vote on Updated Annual Report – Kathleen will assist in editing and then the Board will approve the final version via email.
  - c. Board Vote Regarding Library Staff Offices – Tabled until quote provided from Kevin Blankenship.
  - d. Grant Opportunities – Discussion held regarding Humanities Montana SHARP grant and the connectivity grant.
  - e. Board to Consider Placing Stillwater County News Ads – Weekly flyers around town will be utilized instead of paying for ads in the SCN.
  - f. Foundation Candidate Update – Discussion held regarding interested parties and potential members. Foundation by-laws will be researched before meeting with interested parties.
8. New and Miscellaneous business:

- a. Update Trustee Calendar to Reflect policy review rotation – Kathleen moved to approve as written. Angie seconded. Motion passed.
- b. Complete Resolution – Tabled until new Board member is present to provide input on meeting day and time.
- c. Elect Federation Representative – Lynda nominated Kathleen. Angie seconded. Kathleen will continue to serve as Federation Representative.
- d. Schedule Trustee Orientation – Joan will come in Friday, July 16<sup>th</sup> to pick up materials. Jennifer will provide a brief overview of the materials. Linda will contact Joan to set up further training.
- e. Set Board Meeting time/day for the Fiscal Year – Tabled until August meeting.

9. Announcements

- a. FCIP meeting to discuss next steps on Thursday, July 22<sup>nd</sup>, 8:30-10:00 at the West Annex.

10. Adjournment – The meeting was adjourned at 2:34.

Next Meeting August 17<sup>th</sup>, 2021 at 1:00 p.m.

To Do:

- Jennifer to verify with Joe that Depreciation Fund transfer was made
- Jennifer to solicit Foundation By-laws on Wired
- Agenda items: Resolution, Approve new hires